

SAMPLE AREA EDUCATION AGENCY

**INDEPENDENT AUDITOR'S REPORTS
BASIC FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

JUNE 30, 2014

Office of

**AUDITOR
OF STATE**

State Capitol Building • Des Moines, Iowa



Mary Mosiman, CPA
Auditor of State



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Mary Mosiman, CPA
Auditor of State

State Capitol Building
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Fellow CPAs:

This sample report is presented by the Office of Auditor of State as required by Chapter 11.6 of the Code of Iowa. In developing this report, we have made every effort to ensure the highest professional standards have been followed while attempting to provide meaningful and useful information to the citizens, our ultimate client.

Audits of Area Education Agencies (AEA) should be performed in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and, if applicable, the Single Audit Act Amendments of 1996 and Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

This sample report has been prepared in conformity with U.S. generally accepted accounting principles and conforms to guidelines provided in Governmental Accounting and Financial Reporting Standards published by the Governmental Accounting Standards Board.

The format displays the basic financial statements, required and other supplementary information and the Schedule of Findings and Questioned Costs which are necessary to meet the requirements of this Office. The detail presented in the basic financial statements and supplementary information is the minimum breakdown that will be acceptable subject, of course, to materiality considerations. If the auditor and the AEA feel more detail is necessary to provide a fair presentation, this of course will be welcome. A sample such as this cannot present all situations which you may encounter, so the auditor's professional judgment must be used in determining the additional information to be shown as well as the footnotes to be presented.

AEAs with \$500,000 or more of federal expenditures are required to receive a Single Audit in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Any questions concerning Single Audit requirements should be directed to the Agency's cognizant or oversight agency, which is generally:

Office of Inspector General
United States Department of Education
8930 Ward Parkway, Suite 2401
Kansas City, MO 64114-3302
(816) 268-0500

Iowa Department of Education
School Finance Team
Grimes Building
400 East 14th Street
Des Moines, IA 50319-0146
(515) 281-5293

In accordance with OMB Circular A-133, the reporting package and Data Collection Form shall be submitted to the central clearinghouse the earlier of 30 days after issuance of the audit report or 9 months after the reporting period. The Office of Management and Budget has designated the United States Department of Commerce, Bureau of the Census as the Single Audit Clearinghouse. The Data Collection Form and reporting package must be submitted using the Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. The system requires the reporting package be uploaded in a single PDF file. Both the auditee and auditor contacts receive automated e-mails from the Federal Audit Clearinghouse as verification of the submission. In addition, reporting packages or notifications of audit should be submitted to grantor pass-through entities in accordance with the filing requirements of the Circular.

In December 2008, the Securities and Exchange Commission adopted an amendment to its Rule 15c2-12 governing ongoing disclosure by municipalities to the bond markets. The amendment was effective July 1, 2009 and widened those issuers subject to the ongoing filing requirements and now virtually any municipality which issues more than one million dollars of securities per issue is subject to an ongoing filing responsibility. The amendment requires, in part, all continuing disclosure submissions must be provided to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access (EMMA) system. In addition, submissions must be in an electronic format (PDF) and, effective January 1, 2010, such filings must be in a word-searchable PDF (not scanned) format.

The findings on compliance, items IV-A-14 through IV-I-14, and IV-J-14 (if applicable), detail those items which are to be included regardless of whether there are any instances of non-compliance or not. Any instances of non-compliance in other areas should also be reported.

We have also included a page for listing the staff actually performing the audit. Although we have found this page to be helpful, you are not required to use it.

As required by Chapter 11 of the Code of Iowa, the news media are to be notified of the issuance of the audit report by the CPA firm, unless the firm has made other arrangements with the AEA for the notification. We have developed a standard news release to be used for this purpose. The news release may be completed by the AEA and a copy should be sent to this Office with the two copies of the audit report sent by the CPA firm. Report filing requirements are detailed on the attached listing. We will make a copy of the audit report and news release available to the news media in our Office.

In accordance with Chapter 11 of the Code of Iowa, this Office is to be notified immediately regarding any suspected embezzlement, theft or other significant financial irregularities.

Finally, I would like to express my appreciation to all CPA firms who are providing audit or other services to Area Education Agencies. Together, we are able to provide a significant benefit to all taxpayers in the state.


MARY MOSIMAN, CPA
Auditor of State

Office of Auditor of State
Report Filing Requirements

Paper Copy Submission

Two paper copies of the audit report, including the management letter(s) if issued separately, are required to be filed with this Office upon release to the Area Education Agency within nine months following the end of the fiscal year subject to audit. In addition to the copies of the audit report, a copy of the CPA firm's per diem audit billing, including total cost and hours, and a copy of the news release or media notification should be sent to:

Office of Auditor of State
State Capitol Building
Room 111
1007 East Grand Avenue
Des Moines, Iowa 50319-0001

Electronic Submission

The AEA or CPA firm must also e-mail a PDF copy of the audit report to the Auditor of State's Office at:

SubmitReports@auditor.state.ia.us

If you are unable to e-mail the file, you may mail a CD containing the PDF file to this Office. You may direct any questions about submitting the electronic copy of the audit report to the above e-mail address.

An electronic (PDF format) copy of the audit report, including the management letter(s) if issued separately, should also be filed with the Iowa Department of Education. Each report should be submitted by email attachment to ED.Audit@iowa.gov. For more information, call (515) 281-5293.

For Area Education Agencies which act as a fiscal agent for an Early Childhood Iowa Area Board and had additional audit procedures performed for the Area Board as part of the AEA's audit, an electronic (PDF format) copy of the audit report, including the management letter(s) if issued separately, should be submitted to the Iowa Department of Management by e-mail attachment to Shanell.wagler@iowa.gov.

Filing Fee Submission

The filing fee should be mailed separately to:

Office of Auditor of State
PO Box 333
Des Moines, Iowa 50302-0333

The designated budget strata and applicable filing fees are as follows:

Budgeted Expenditures in Millions of Dollars	Filing Fee Amount
Under 1	\$100.00
At least 1 but less than 3	\$175.00
At least 3 but less than 5	\$250.00
At least 5 but less than 10	\$425.00
At least 10 but less than 25	\$625.00
25 and over	\$850.00

Sample Area Education Agency

Outline of Major Changes

- A. Implemented GASB Statement No. 65, Items Previously Reported as Assets and Liabilities.
- B. Revised the Iowa Public Employees' Retirement System (IPERS) note disclosure (Note 7) for changes in the contribution rates effective July 1, 2013.
- C. Included a disclosure in the Notes to Financial Statements regarding a prospective accounting change for GASB Statement No. 68, Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27.

Additional Notes

1. Attached are a sample Corrective Action Plan for Federal Audit Findings (See **Sample A**) and a sample Summary Schedule of Prior Federal Audit Findings (See **Sample B**). These are provided for illustrative purposes only and are not required to be bound in the regular audit or filed with this Office.
2. The attached sample Corrective Action Plan refers the user to the entity's response to the auditor's comment for the detailed corrective action planned. If the entity's response to the auditor's comment does not include the details of their planned corrective action, this information should be included in the Corrective Action Plan itself.
3. AEA's are to submit the Certified Annual Report (CAR) to the Iowa Department of Education (DE) through an upload to the DE website. In order to properly certify the CAR to the DE, the AEA's CAR must be free of errors as determined by the DE's edit checks.

The DE does not accept amendments to the CAR. Material errors noted during the audit should be reviewed with the AEA and amended by the AEA through the "upward and downward auditor's adjustments" to the beginning balance on the subsequent year CAR.

AEA's must certify the fiscal year 2014 CAR to the DE by September 15, 2014. If the AEA does not properly certify the CAR by the deadline, comment IV-H-14 in the Schedule of Findings and Questioned Costs should be modified as follows:

Certified Annual Report – The Certified Annual Report was not properly certified to the Iowa Department of Education by September 15, 2014.

Recommendation – In the future, the Agency should ensure the Certified Annual Report is certified timely to the Iowa Department of Education.

Response –

Conclusion –

4. Confirmations from the Iowa Department of Education will be available electronically through the web. Also, all correspondence to auditors from the Iowa Department of Education will be done by e-mail. Please send e-mail addresses or updates to marcia.krieger@iowa.gov.
5. Following is an example footnote for an early retirement or other benefit plan or policy which meets the definition of a "termination benefit" as defined by GASB Statement No. 47.

Sample Note - Termination Benefits

In September 2012, the Agency approved a voluntary early retirement plan for employees. Eligible employees must have completed at least fifteen years of full-time service to the Agency and must have reached the age of fifty-five on or before June 30, 2013. The application for early retirement is subject to approval by the Board of Directors.

Early retirement benefits are equal to 60% of the employee's regular contractual salary in effect during the employee's last year of employment, with a maximum retirement benefit of \$30,000.

Early retirement benefits will be paid in three equal installments beginning January 1, 2014. The second and third payments will be paid on July 1, 2014 and July 1, 2015, respectively.

At June 30, 2014, the Agency has obligations to eleven participants with a total liability of \$171,285. Actual early retirement expenditures for the year ended June 30, 2014 totaled \$85,642.

Additional Notes (continued)

6. Categorical funding legislation – Iowa Code section 11.6 requires categorical funding be covered during the annual audit. Specifically:

“The examination of school offices shall include at a minimum a determination that the laws of the state are being followed, that categorical funding is not used to supplant other funding except as otherwise provided, that supplementary weighting is pursuant to an eligible sharing condition, and that postsecondary courses provided in accordance with section 257.11 and chapter 261E supplement, rather than supplant, school district courses.”

As a result, procedures to test categorical funding are included in the AEA Audit Program Guide.

The auditor is required to include a statutory comment on categorical funding in the Schedule of Findings and Questioned Costs, regardless of whether there are any instances of non-compliance or not.

An example to report non-compliance is included in item 8 of the “Additional Notes” section and item IV-K-14 of the Schedule of Findings and Questioned Costs of the Sample Community School District sample report.

7. The Early Childhood Iowa Initiative is established by Chapter 256I of the Code of Iowa. Chapter 256I.5 of the Code of Iowa requires the Department of Management and the Early Childhood Iowa State Board to establish reporting and other requirements to address the financial activities of Area Boards and audit requirements of fiscal agents for Area Boards (also known as Empowerment Boards).

The procedures established require a separate audit be conducted in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, for an Area Board with \$500,000 or more of federal expenditures. If an Area Board has less than \$500,000 of federal expenditures, it may choose to have procedures performed as part of its fiscal agent’s audit. The procedures to be performed are included in a separate section of the AEA Audit Program Guide titled “Early Childhood Iowa Area Board”.

The Sample AEA report illustrates an example of the reporting requirements if the AEA acts as the fiscal agent for an Area Board and the audit procedures are performed as part of the AEA’s audit. The required disclosure of the financial data of the Area Board is included in Note 10 to the financial statements.

The auditor is also required to include a statutory comment on the Early Childhood Iowa Area Board, regardless of whether there are any instances of non-compliance or not. This statutory comment is included as item IV-J-14 in the Schedule of Findings and Questioned Costs of the Sample AEA report. The following is an example statutory comment if no instances of non-compliance are noted:

Early Childhood Iowa Area Board – Sample AEA is the fiscal agent for the Early Childhood Iowa Area Board, an organization formed pursuant to the provisions of Chapter 256I of the Code of Iowa. Financial transactions of the Area Board are included in the AEA’s financial statements as an Agency Fund because of the AEA’s fiduciary relationship with the organization.

No instances of non-compliance were noted as a result of the audit procedures performed.

The Sample AEA report also includes an internal control deficiency for the Early Childhood Iowa Area Board, which is reported as item II-D-14 in the Schedule of Findings and Questioned Costs.

Additional Notes (continued)**Sample A**

Sample Entity

Corrective Action Plan for Federal Audit Findings

Year Ended June 30, 2014

Comment Number	Comment Title	Corrective Action Plan	Contact Person, Title, Phone Number	Anticipated Date of Completion
2014-001	Unsupported Expenditures	The corrective action plan was documented in our response to the auditor's comment. See the Schedule of Findings and Questioned Costs.	Tom Claim, Sample Entity Administrator, (515) YYY-XXXX	Documentation to support expenditures will be maintained effective immediately. The questioned costs were returned to the Iowa Economic Development Authority on October 1, 2014.
2014-002	Segregation of Duties over Federal Revenues	The corrective action plan was documented in our response to the auditor's comment. See the Schedule of Findings and Questioned Costs.	Julie Ledger, Sample Entity Treasurer, (515) YYY-XXXX	November 2, 2014
2014-003	Financial Reporting	As noted in our response to the auditor's comment, we have implemented an independent review process which requires review by the Sample Entity Program Director, effective immediately. In addition, beginning with the December 2014 quarterly report, we will submit federal financial reports within the required time frame.	Joe Smith, Program Director, (515) YYY-XXXX	Review procedures have been implemented. Timely report filing will begin with the quarter ending December 2014.

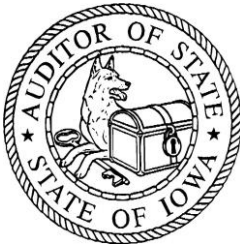
Sample B**Additional Notes (continued)**

Sample Entity

Summary Schedule of Prior Federal Audit Findings

Year ended June 30, 2014

Comment Reference	Comment Title	Status	If not corrected, provide planned corrective action or other explanation
III-C-11 III-B-12 III-B-13	Minority Business Enterprise/ Women Business Enterprise (MBE/WBE)	No longer valid; does not warrant further action.	Over two years have passed since the reporting of this audit finding. The Grantor Agency has not followed up on this finding, nor has a management decision been issued on its part.
III-A-12 III-A-13	Segregation of Duties over Federal Revenues	Not corrected.	Plan to segregate duties for custody, recordkeeping and reconciling among Sample Entity staff.
III-C-12 III-C-13	Capital Assets	Corrective action taken.	
III-D-13	Financial Reporting	Partially corrected.	Review procedures have been implemented. Timely report filing will begin with the quarter ending December 2014.



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STATE OF IOWA

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NEWS RELEASE

Contact:

FOR RELEASE _____

Auditor of State Mary Mosiman today released an audit report on Sample Area Education Agency in Anywhere, Iowa.

_____ reported the Agency had revenues of \$_____ for the year ended June 30, 2014, a(n) ____ % increase (decrease) from the prior year, and included \$_____ from local sources, \$_____ from state sources and \$_____ from federal sources.

Agency expenses for the year ended June 30, 2014 totaled \$_____, a(n) ____ % increase (decrease) from the prior year, and these included \$_____ for instruction, \$_____ for student support services and \$_____ for instructional staff support services.

The significant increase (decrease) in revenues and expenses is due primarily to _____
_____.

A copy of the audit report is available for review in the Agency's Business Office, in the Office of Auditor of State and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/index.html>.

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INDEPENDENT AUDITOR'S REPORTS
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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

JUNE 30, 2014

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Sample Area Education Agency

Officials

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Board of Directors		
Lawrence Riley	President	2016
Rex Meyer	Vice-President	2016
Robert Burns	Member	2015
Gladys Johnson	Member	2015
Gerald Morgan	Member	2015
Gordon Smith	Member	2015
Shirley Jones	Member	2016
Oscar Newton	Member	2016
Leda Rouse	Member	2016

Agency

Richard L. Boss	Administrator	2014
Sharon Shorthand	Board Secretary	2014
Bob Balance	Business Manager and Treasurer	Indefinite

Sample Area Education Agency



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Independent Auditor's Report

To the Board of Directors of
Sample Area Education Agency:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of Sample Area Education Agency as of and for the year ended June 30, 2014, and the related Notes to Financial Statements, which collectively comprise the Agency's basic financial statements listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles. This includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of Sample Area Education Agency as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with U.S. generally accepted accounting principles.

Other Matters

Required Supplementary Information

U.S. generally accepted accounting principles require Management's Discussion and Analysis, the Budgetary Comparison Information and the Schedule of Funding Progress for the Retiree Health Plan on pages 9 through 14 and 42 through 45 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Sample Area Education Agency's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the nine years ended June 30, 2013 (which are not presented herein) and expressed unmodified opinions on those financial statements. The supplementary information included in Schedules 1 through 5, including the Schedule of Expenditures of Federal Awards required by U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated September 24, 2014 on our consideration of Sample Area Education Agency's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Sample Area Education Agency's internal control over financial reporting and compliance.

MARY MOSIMAN, CPA
Auditor of State

September 24, 2014

Sample Area Education Agency

MANAGEMENT'S DISCUSSION AND ANALYSIS

Sample Area Education Agency provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the year ended June 30, 2014. We encourage readers to consider this information in conjunction with the Agency's financial statements, which follow.

2014 FINANCIAL HIGHLIGHTS

- General Fund revenues increased from \$15,495,554 in fiscal year 2013 to \$16,265,957 in fiscal year 2014. The increase in General Fund revenues was attributable to an increase in local and federal grant revenue in fiscal year 2014.
- General Fund expenditures increased from \$17,302,985 in fiscal year 2013 to \$18,199,767 in fiscal year 2014. The increase in expenditures was due primarily to an increase in services provided to local school districts.
- The Agency's General Fund balance decreased from \$4,962,836 at the end of fiscal year 2013 to \$2,885,747 at the end of fiscal year 2014, a 42% decrease. One reason the General Fund balance decreased is because the services provided to local school districts were greater than the Agency's increase in General Fund revenue for fiscal year 2014. As a result, the Agency funded a portion of the current year General Fund services from the carryover fund balance.

USING THIS ANNUAL REPORT

The annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the Agency's financial activities.

The Government-wide Financial Statements consist of a Statement of Net Position and a Statement of Activities. These provide information about the activities of Sample Area Education Agency as a whole and present an overall view of the Agency's finances.

The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending. Fund financial statements report the Agency's operations in more detail than the government-wide financial statements by providing information about the most significant funds.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information further explains and supports the financial statements with a comparison of the Agency's budget for the year, as well as presenting the Schedule of Funding Progress for the Retiree Health Plan.

Supplementary Information provides detailed information about the nonmajor funds. In addition, the Schedule of Expenditures of Federal Awards provides details of various federal programs benefiting the Agency.

REPORTING THE AGENCY'S FINANCIAL ACTIVITIES

Government-wide Financial Statements

The government-wide statements report information about the Agency as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Agency's assets, deferred outflow of resources, liabilities and deferred inflow of resources, with the difference reported as net position. All of the current year revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide statements report the Agency's net position and how it has changed. Net position is one way to measure the Agency's financial health or financial position. Over time, increases or decreases in the Agency's net position is an indicator of whether financial position is improving or deteriorating. To assess the Agency's overall health, additional non-financial factors, such as changes in the Agency's property tax base and the condition of its facilities, need to be considered.

In the government-wide financial statements, the Agency's activities are divided into two categories:

- *Governmental activities:* Most of the Agency's basic services are included here, such as regular and special education instruction, student and instructional staff support services and administration. Local school districts, federal and state aid finance most of these activities.
- *Business type activities:* The Agency charges fees to help cover the costs of certain services it provides. The Agency's cooperative purchasing program is included here.

Fund Financial Statements

The fund financial statements provide detailed information about the Agency's funds, focusing on its most significant or "major" funds – not the Agency as a whole. Funds are accounting devices the Agency uses to keep track of specific sources of funding and spending on particular programs.

Some funds are required by state law or by bond covenants. The Agency establishes other funds to control and manage money for particular purposes, such as accounting for major construction projects or to show it is properly using certain revenues, such as federal grants.

The Agency has three kinds of funds:

- Governmental funds account for most of the Agency's basic services. These focus on how cash and other financial assets readily converted to cash flow in and out and the balances left at year-end available for spending. Consequently, the governmental fund financial statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Agency's programs. The Agency's governmental funds include 1) the General Fund, 2) the Special Revenue Funds, 3) the Debt Service Fund and 4) the Capital Projects Fund.

The required financial statements for governmental funds include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances.

- Proprietary funds account for services for which the Agency charges a fee. Proprietary funds are reported in the same way as the government-wide financial statements. The Agency's Enterprise Fund, one type of proprietary fund, is the same as its business type activities but provides more detail and additional information, such as cash flows. The Agency currently has one Enterprise Fund, the Cooperative Purchasing Fund.

The required financial statements for proprietary funds include a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Fund Net Position and a Statement of Cash Flows.

- Fiduciary funds are funds through which the Agency administers and accounts for certain federal and/or state grants as a fiscal agent. The Agency is responsible for ensuring the assets reported in the fiduciary funds are used only for their intended purposes and by those to whom the assets belong. The Agency excludes these activities from the government-wide financial statements because it cannot use these assets to finance its operations.

The required financial statement for fiduciary funds is a Statement of Fiduciary Assets and Liabilities.

Reconciliations between the government-wide financial statements and the governmental fund financial statements follow the governmental fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of financial position. Sample Area Education Agency's net position at the end of fiscal year 2014 totaled approximately \$5.8 million compared to approximately \$7.1 million at the end of fiscal year 2013. The analysis that follows focuses on the net position and changes in net position.

	Condensed Statement of Net Position					
	(Expressed in Thousands)					
	Governmental Activities		Business Type Activities		Total	
	June 30,		June 30,		June 30,	
	2014	2013	2014	2013	2014	2013
Current and other assets	\$ 6,327	8,213	13	15	6,340	8,228
Capital assets	4,542	3,247	-	-	4,542	3,247
Total assets	10,869	11,460	13	15	10,882	11,475
Long-term obligations	1,696	1,424	-	-	1,696	1,424
Other liabilities	3,391	2,893	2	1	3,393	2,894
Total liabilities	5,087	4,317	2	1	5,089	4,318
Net position:						
Net investment in capital assets	3,643	2,230	-	-	3,643	2,230
Restricted	661	1,129	-	-	661	1,129
Unrestricted	1,478	3,784	11	14	1,489	3,798
Total net position	\$ 5,782	7,143	11	14	5,793	7,157

The Agency's total net position decreased 19%, or approximately \$1,364,000, from fiscal year 2013. The decrease occurred primarily in governmental activities as a result of providing more services to local school districts during the year ended June 30, 2014. The decrease in unrestricted net position was primarily due to the Agency using carryover fund balance to meet its financial obligations during the year and recording the net OPEB liability in the current year.

The following analysis details the changes in net position resulting from the Agency's activities.

Changes in Net Position (Expressed in Thousands)						
Governmental Activities		Business Type Activities		Total		
Year ended June 30,		Year ended June 30,		Year ended June 30,		
2014	2013	2014	2013	2014	2013	
Revenues:						
Program revenues:						
Charges for service	\$ 280	276	254	250	534	526
Operating grants and contributions	7,441	7,389	-	-	7,441	7,389
General revenues:						
Property tax	5,927	5,895	-	-	5,927	5,895
State foundation aid	6,352	6,138	-	-	6,352	6,138
Non-categorical Federal funding	42	41	-	-	42	41
Unrestricted investment earnings	191	222	-	-	191	222
Total revenues	20,233	19,961	254	250	20,487	20,211
Program expenses:						
Instruction	7,425	7,072	-	-	7,425	7,072
Student support services	4,784	4,423	-	-	4,784	4,423
Instructional staff support services	5,408	5,143	-	-	5,408	5,143
General administration	2,108	2,009	-	-	2,108	2,009
Business administration	830	661	-	-	830	661
Plant operations and maintenance	357	341	-	-	357	341
Central and other support services	641	601	-	-	641	601
Long-term debt interest	41	46	-	-	41	46
Non-instructional programs	-	-	257	251	257	251
Total expenses	21,594	20,296	257	251	21,851	20,547
Changes in net position	(1,361)	(335)	(3)	(1)	(1,364)	(336)
Net position beginning of year	7,143	7,478	14	15	7,157	7,493
Net position end of year	\$ 5,782	7,143	11	14	5,793	7,157

Property tax and state foundation aid account for 60.6% of the total revenue while operating grants and contributions from local, state and federal sources account for 36.3% of the total revenue. The Agency's expenses primarily relate to instruction and student and instructional staff support services, which account for 81.6% of total expenses.

Governmental Activities

Revenues for governmental activities were \$20,232,605 and expenses were \$21,594,600. In a difficult budget year, the Agency was able to use some of the carryover balances to pay for the additional services offered to and needed by local school districts.

Business Type Activities

Revenues of the Agency's business type activities were \$253,221, a 1.6% increase over the prior year, while expenses totaled \$256,552, a 2.2% increase over the prior year. The Agency's business type activity is the Cooperative Purchasing program. Revenues for this activity are comprised of charges for service. Expenses are for the purchase of items for resale.

INDIVIDUAL FUND ANALYSIS

As previously noted, Sample Area Education Agency uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Agency's governmental funds reported combined fund balances of \$3,123,091, below last year's ending fund balances of \$5,508,628. The primary reasons for the decrease in combined fund balances in fiscal year 2014 were the increased services provided to local school districts and the near completion of a new learning center.

Governmental Fund Highlights

- The Agency's decreasing General Fund financial position is the product of many factors, including growth during the year in the number of students served and the services needed by local school districts. The increase in revenues was more than offset by the Agency's increase in General Fund expenditures, requiring the Agency to use carryover fund balance to meet its financial obligations during the year.
- The General Fund balance decreased from \$4,962,836 to \$2,885,747 due, in part, to the additional services provided and the current year reduction in state aid.
- The Capital Projects Fund balance decreased due to the near completion of the learning center. The Agency ended fiscal year 2013 with a balance of \$507,282. Fiscal year 2014 ended with a balance of \$42,468 due to the project being approximately 94% complete.

Proprietary Fund Highlights

- The Cooperative Purchasing Fund's net position decreased from \$14,223 at June 30, 2013 to \$10,892 at June 30, 2014, representing a decrease of approximately 23%. The Agency has not revised its pricing policies in the past 3 years and has reported a net loss for the second consecutive year.

BUDGETARY HIGHLIGHTS

Over the course of the year, the Agency amended its budget once to reflect additional revenues and expenditures associated with the additional services needed and provided to local school districts.

The Agency's total revenues were \$184,210 less than total budgeted revenues, a variance of less than 1%. Total expenditures were \$606,305 less than budgeted, a variance of 2.6%.

A schedule showing the original and final budget amounts compared to the Agency's actual financial activity is included in the Required Supplementary Information section of this report.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2014, the Agency had invested approximately \$4.5 million, net of accumulated depreciation/amortization, in a broad range of capital assets, including land, buildings, intangibles, computers and audio-visual equipment. This is a net increase of approximately \$1.3 million from last year. This increase was primarily due to the continued construction of the new learning center and an increase in library materials, many of which are included in the new learning center.

Sample Area Education Agency had depreciation/amortization expense of \$479,464 in fiscal year 2014. Detailed information about capital assets is presented in Note 4 to the financial statements.

Long-Term Debt

At June 30, 2014, the Agency had \$899,388 of long-term debt outstanding, compared to \$1,007,111 at June 30, 2013. More detailed information about the Agency's long-term liabilities is presented in Note 5 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

At the time these financial statements were prepared and audited, the Agency was aware of several existing circumstances which could significantly affect its financial health in the future:

- The Agency has experienced an increase in the number of students being served by its programs in the past three years. A slight increase in enrollment is expected and included in the budget based on requests from local school districts.
- The Agency has evaluated its pricing policies regarding the cooperative purchasing program. The Board of Directors has approved an increase in the administrative fee charged, so revenues are anticipated to increase in the next fiscal year.

CONTACTING THE AGENCY'S FINANCIAL MANAGEMENT

This financial report is designed to provide the Agency's citizens, taxpayers, customers, investors and creditors with a general overview of the Agency's finances and to demonstrate the Agency's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Agency's Business Manager's Office, 77 Sunset Strip, Anywhere, Iowa, 50000-XXXX.

Basic Financial Statements

Sample Area Education Agency

Sample Area Education Agency

Statement of Net Position

June 30, 2014

	Governmental Activities	Business Type Activities	Total
Assets			
Cash, cash equivalents and pooled investments	\$ 4,837,053	8,586	4,845,639
Receivables:			
Accounts	909,094	-	909,094
Accrued interest	8,937	-	8,937
Due from other governments	359,629	3,564	363,193
Inventories	202,314	958	203,272
Prepaid expenses	9,774	-	9,774
Capital assets, net of accumulated depreciation/amortization	4,541,840	-	4,541,840
Total assets	10,868,641	13,108	10,881,749
Liabilities			
Accounts payable	2,328,562	2,216	2,330,778
Salaries and benefits payable	746,260	-	746,260
Advances from grantors	128,888	-	128,888
Long-term liabilities:			
Portion due or payable within one year:			
Certificates of participation	60,854	-	60,854
Capital leases	45,268	-	45,268
Compensated absences	80,653	-	80,653
Portion due or payable after one year:			
Certificates of participation	610,153	-	610,153
Capital leases	183,113	-	183,113
Compensated absences	111,122	-	111,122
Net OPEB liability	792,100	-	792,100
Total liabilities	5,086,973	2,216	5,089,189
Net position			
Net investment in capital assets	3,642,452	-	3,642,452
Restricted for:			
Debt service	2,513	-	2,513
Special education instruction	616,096	-	616,096
Other	42,468	-	42,468
Unrestricted	1,478,139	10,892	1,489,031
Total net position	\$ 5,781,668	10,892	5,792,560

See notes to financial statements.

Sample Area Education Agency

Statement of Activities

Year ended June 30, 2014

		Program Revenues	
	Expenses	Charges for Service	Operating Grants and Contributions
Functions/Programs:			
Governmental activities:			
Regular instruction	\$ 7,424,814	23,985	2,156,118
Student support services	4,784,057	18,123	3,112,005
Instructional staff support services	5,407,880	181,968	2,172,480
General administration	2,108,222	-	-
Business administration	830,004	-	-
Plant operations and maintenance	357,086	-	-
Central and other support services	641,270	56,129	-
Interest on long-term debt	41,267	-	-
Total governmental activities	21,594,600	280,205	7,440,603
Business type activities:			
Non-instructional programs:			
Cooperative purchasing	256,552	253,221	-
Total	\$ 21,851,152	533,426	7,440,603
General revenues:			
Property tax levied for general purposes			
State foundation aid			
Non-categorical federal funding			
Unrestricted investment earnings			
Total general revenues			
Change in net position			
Net position beginning of year			
Net position end of year			
See notes to financial statements.			

Net (Expense) Revenue and Changes in Net Position		
Governmental Activities	Business type Activities	Total
(5,244,711)	-	(5,244,711)
(1,653,929)	-	(1,653,929)
(3,053,432)	-	(3,053,432)
(2,108,222)	-	(2,108,222)
(830,004)	-	(830,004)
(357,086)	-	(357,086)
(585,141)	-	(585,141)
(41,267)	-	(41,267)
(13,873,792)	-	(13,873,792)
-	(3,331)	(3,331)
(13,873,792)	(3,331)	(13,877,123)
5,926,841	-	5,926,841
6,351,468	-	6,351,468
42,445	-	42,445
191,043	-	191,043
12,511,797	-	12,511,797
(1,361,995)	(3,331)	(1,365,326)
7,143,663	14,223	7,157,886
\$ 5,781,668	10,892	5,792,560

Exhibit C

Sample Area Education Agency

Balance Sheet
Governmental Funds

June 30, 2014

	General	Special Revenue Special Education Instruction	Nonmajor	Total
Assets				
Cash, cash equivalents and pooled investments	\$ 4,792,072	-	44,981	4,837,053
Receivables:				
Accounts	292,998	616,096	-	909,094
Accrued interest	8,937	-	-	8,937
Due from other governments	310,742	-	48,887	359,629
Inventories	202,314	-	-	202,314
Prepaid expenditures	9,774	-	-	9,774
Total assets	\$ 5,616,837	616,096	93,868	6,326,801
Liabilities and Fund Balances				
Liabilities:				
Accounts payable	\$ 1,914,300	370,982	43,280	2,328,562
Salaries and benefits payable	687,902	52,751	5,607	746,260
Advances from grantors	128,888	-	-	128,888
Total liabilities	2,731,090	423,733	48,887	3,203,710
Fund balances:				
Nonspendable:				
Inventories	202,314	-	-	202,314
Prepaid expenditures	9,774	-	-	9,774
Restricted for:				
Debt service	-	-	2,513	2,513
Categorical funding	53,926	-	-	53,926
Media materials	395,000	-	-	395,000
Special education instruction	-	192,363	-	192,363
Capital projects	-	-	42,468	42,468
Committed for equipment replacement	375,000	-	-	375,000
Unassigned	1,849,733	-	-	1,849,733
Total fund balances	2,885,747	192,363	44,981	3,123,091
Total liabilities and fund balances	\$ 5,616,837	616,096	93,868	6,326,801

See notes to financial statements.

Sample Area Education Agency

Reconciliation of the Balance Sheet – Governmental
Funds to the Statement of Net Position

June 30, 2014

Total governmental fund balances (page 20) \$ 3,123,091***Amounts reported for governmental activities in the Statement of Net Position
are different because:***

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds. The cost of assets is \$7,694,609 and the accumulated depreciation/amortization is \$3,152,769.

4,541,840

Long-term liabilities, including certificates of participation, capital leases, compensated absences and other postemployment benefits payable, are not due and payable in the current year and, therefore, are not reported in the governmental funds.

(1,883,263)**Net position of governmental activities (page 17)**\$ 5,781,668

See notes to financial statements.

Exhibit E

Sample Area Education Agency

Statement of Revenues, Expenditures and
Changes in Fund Balances
Governmental Funds

Year ended June 30, 2014

	Special Revenue			
	Special Education			
	General	Instruction	Nonmajor	Total
Revenues:				
Local sources	\$ 5,577,980	3,507,185	10,953	9,096,118
State sources	7,553,767	178,362	270,148	8,002,277
Federal sources	3,134,210	-	-	3,134,210
Total revenues	16,265,957	3,685,547	281,101	20,232,605
Expenditures:				
Current:				
Instruction	3,821,951	3,456,754	266,459	7,545,164
Student support services	4,731,939	-	-	4,731,939
Instructional staff support services	5,459,930	-	-	5,459,930
General administration	2,001,974	73,045	3,689	2,078,708
Business administration	909,988	-	-	909,988
Plant operations and maintenance	363,995	-	-	363,995
Central and other support services	909,990	-	-	909,990
Facilities acquisition and construction	-	-	469,438	469,438
Debt service	-	-	148,990	148,990
Total expenditures	18,199,767	3,529,799	888,576	22,618,142
Excess (deficiency) of revenues over (under) expenditures	(1,933,810)	155,748	(607,475)	(2,385,537)
Other financing sources (uses):				
Transfers in	-	-	143,279	143,279
Transfers out	(143,279)	-	-	(143,279)
Total other financing sources (uses)	(143,279)	-	143,279	-
Change in fund balances	(2,077,089)	155,748	(464,196)	(2,385,537)
Fund balances beginning of year	4,962,836	36,615	509,177	5,508,628
Fund balances end of year	\$ 2,885,747	192,363	44,981	3,123,091

See notes to financial statements.

Sample Area Education Agency

Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances –
Governmental Funds to the Statement of Activities

Year ended June 30, 2014

Change in fund balances - Total governmental funds (page 22) \$ (2,385,537)

***Amounts reported for governmental activities in the
Statement of Activities are different because:***

Governmental funds report capital outlays as expenditures while governmental activities report depreciation/amortization expense to allocate those expenditures over the estimated useful lives of the assets. Capital outlay expenditures exceeded depreciation/amortization expense in the current year, as follows:

Expenditures for capital assets	\$ 1,774,284	
Depreciation/amortization expense	<u>(479,464)</u>	1,294,820

Repayment of long-term liabilities is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		107,723
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds, as follows:

Compensated absences	1,599	
Other postemployment benefits	<u>(380,600)</u>	<u>(379,001)</u>

Change in net position of governmental activities (page 19) \$ (1,361,995)

See notes to financial statements.

Sample Area Education Agency

Statement of Net Position
Proprietary Fund

June 30, 2014

	<u>Enterprise</u> <u>Cooperative</u> <u>Purchasing</u>
Current Assets	
Cash, cash equivalents and pooled investments	\$ 8,586
Due from other governments	3,564
Inventories	<u>958</u>
Total current assets	<u>13,108</u>
Current Liabilities	
Accounts payable	<u>2,216</u>
Net Position	
Unrestricted	<u>\$ 10,892</u>

See notes to financial statements.

Sample Area Education Agency
Statement of Revenues, Expenses and
Changes in Fund Net Position
Proprietary Fund

Year ended June 30, 2014

	<u>Enterprise</u> <u>Cooperative</u> <u>Purchasing</u>
Operating revenues:	
Charges for service	\$ 253,221
Operating expenses:	
Non-instructional programs:	
Supplies and materials	<u>256,552</u>
Operating loss	(3,331)
Net position beginning of year	<u>14,223</u>
Net position end of year	<u><u>\$ 10,892</u></u>

See notes to financial statements.

Exhibit I

Sample Area Education Agency

Statement of Cash Flows
Proprietary Fund

Year ended June 30, 2014

	<u>Enterprise</u> <u>Cooperative</u> <u>Purchasing</u>
Cash flows from operating activities:	
Cash received from customers	\$ 249,657
Cash paid to suppliers	<u>(257,284)</u>
Net cash used by operating activities	(7,627)
Cash and cash equivalents beginning of year	<u>16,213</u>
Cash and cash equivalents end of year	<u><u>\$ 8,586</u></u>
Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (3,331)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Decrease in inventories	154
Increase in due from other governments	(3,564)
Decrease in accounts payable	<u>(886)</u>
Net cash used by operating activities	<u><u>\$ (7,627)</u></u>

See notes to financial statements.

Sample Area Education Agency
Statement of Fiduciary Assets and Liabilities
Agency Fund

June 30, 2014

Assets

Cash, cash equivalents and pooled investments	\$ 28,689
Due from other governments	4,287
Total assets	<u>32,976</u>

Liabilities

Accounts payable	63
Due to other governments	32,913
Total liabilities	<u>32,976</u>

Net position

\$	<u><u>-</u></u>
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See notes to financial statements.

Sample Area Education Agency

Notes to Financial Statements

June 30, 2014

(1) Summary of Significant Accounting Policies

Sample Area Education Agency is an intermediate school corporation established to identify and serve children who require special education. The Agency also provides media services and education support services. These programs and support services are provided to 61 school districts and private schools in a seven-county area. The Agency is governed by a Board of Directors whose members are elected on a non-partisan basis.

The Agency's financial statements are prepared in conformity with U.S. generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board.

A. Reporting Entity

For financial reporting purposes, Sample Area Education Agency has included all funds, organizations, agencies, boards, commissions and authorities. The Agency has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the Agency are such that exclusion would cause the Agency's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body and (1) the ability of the Agency to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the Agency. The Agency has no component units which meet the Governmental Accounting Standards Board criteria.

B. Basis of Presentation

Government-wide financial statements – The Statement of Net Position and the Statement of Activities report information on all of the activities of the Agency. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for support.

The Statement of Net Position presents the Agency's nonfiduciary assets and liabilities, with the difference reported as net position. Net position is reported in the following categories:

Net investment in capital assets consists of capital assets, net of accumulated depreciation/amortization and reduced by outstanding balances for bonds, notes and other debt attributable to the acquisition, construction or improvement of those assets.

Restricted net position results when constraints placed on net position use are either externally imposed or are imposed by law through constitutional provisions or enabling legislation. Enabling legislation did not result in any restricted net position.

Unrestricted net position consists of net position not meeting the definition of the preceding categories. Unrestricted net position is often subject to constraints imposed by management which can be removed or modified.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest restricted to meeting the operational or capital requirements of a particular function. Unrestricted interest income and other items not properly included among program revenues are reported as general revenues.

Fund Financial Statements – Separate financial statements are provided for governmental and proprietary funds. Major individual governmental funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The Agency reports the following major governmental funds:

The General Fund is the general operating fund of the Agency. All general revenues and other revenues not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating expenditures, including instructional, support and other costs.

The Special Revenue, Special Education Instruction Fund is used to account for a program where the Agency employs teachers to provide instruction to special education pupils. The actual costs of providing instructional services to the pupils are billed to the individual school districts.

The Agency reports the following major proprietary fund:

The Agency's proprietary fund is the Enterprise, Cooperative Purchasing Fund. This fund is used to account for the cooperative purchasing activities for local school districts and activities performed as a service to staff and consist primarily of vending machine operations.

The Agency also reports the following fiduciary fund:

The Agency Fund is used to account for assets held by the Agency as an agent for individuals, private organizations and other governments. The Agency Fund is custodial in nature, assets equal liabilities, and does not involve measurement of results of operations.

C. Measurement Focus and Basis of Accounting

The government-wide financial statements and the proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current year or soon enough thereafter to pay liabilities of the current year. For this purpose, the Agency considers revenues to be available if they are collected within 60 days after year end.

Intergovernmental revenues (shared revenues, grants and reimbursements from other governments) and interest associated with the current fiscal period are all considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the Agency.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, principal and interest on long-term debt, claims and judgments and compensated absences are recognized as expenditures only when payment is due. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the Agency funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Agency's policy to first apply cost-reimbursement grant resources to such programs and then general revenues.

When an expenditure is incurred in governmental funds which can be paid using either restricted or unrestricted resources, the Agency's policy is to pay the expenditure from restricted fund balance and then from, less-restrictive classifications – committed, assigned, and then unassigned fund balances.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Agency's Enterprise Fund is charges to customers for services. Operating expenses for Enterprise Funds include the cost of sales and services, administrative expenses and depreciation/amortization on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

D. Assets, Liabilities and Fund Equity

Cash, Cash Equivalents and Pooled Investments – Cash includes amounts in demand deposits and money market funds. Investments are stated at fair value except for the investment in the Iowa Schools Joint Investment Trust which is valued at amortized cost and non-negotiable certificates of deposit which are stated at cost.

For purposes of the Statement of Cash Flows, all short-term cash investments that are highly liquid are considered to be cash equivalents. Cash equivalents are readily convertible to known amounts of cash and, at the day of purchase, have a maturity date no longer than three months.

Inventories – Inventories are stated at cost using the first-in, first-out method and consist of expendable supplies and materials. The cost of these items is recorded as an expenditure at the time of consumption.

Capital Assets – Capital assets, which include property, furniture and equipment and intangibles are reported in the applicable governmental or business type activities column in the government-wide Statement of Net Position. Capital assets are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repair that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are defined by the Agency as assets with initial, individual costs in excess of the following thresholds and estimated useful lives in excess of two years.

<u>Asset Class</u>	<u>Amount</u>
Land	\$ 2,000
Buildings	10,000
Improvements other than buildings	10,000
Intangibles	50,000
Furniture and equipment	2,000
Library books	2,000

Capital assets of the Agency are depreciated/amortized using the straight line method of depreciation/amortization over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives (In Years)</u>
Buildings	50
Improvements other than buildings	20-50
Intangibles	5-10
Furniture and equipment	5-15
Library books	5-10

Salaries and Benefits Payable – Payroll and related expenses for teachers with annual contracts corresponding to the current school year, which are payable in July and August, have been accrued as liabilities.

Advances from Grantors – Grant proceeds which have been received by the Area Education Agency but will be spent in a succeeding fiscal year.

Compensated Absences – Agency employees accumulate a limited amount of earned but unused vacation and sick leave hours for subsequent use or for payment upon termination, death or retirement. A liability has been recorded in the Statement of Net Position representing the Agency's commitment to fund non-current compensated absences. This liability has been computed based on rates of pay in effect at June 30, 2014. The compensated absences liability attributable to the governmental activities will be paid primarily by the General and Special Revenue Funds.

Long-Term Liabilities – In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities column in the Statement of Net Position.

Fund Balances – In the governmental fund financial statements, fund balances are classified as follows:

Nonspendable – Amounts which cannot be spent because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors or state or federal laws or are imposed by law through constitutional provisions or enabling legislation.

Committed – Amounts which can be used only for specific purposes determined pursuant to constraints formally imposed by the Board of Directors through resolution approved prior to year end. Committed amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the same action it employed to commit these amounts.

Unassigned – All amounts not included in the preceding classifications.

E. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Required Supplementary Information.

(2) Cash, Cash Equivalents and Pooled Investments

The Agency's deposits in banks at June 30, 2014 were entirely covered by federal depository insurance or by the state sinking fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The Agency is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Directors; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts, and warrants or improvement certificates of a drainage district.

The Agency's investments at June 30, 2014 consisted of the following:

Investment	Fair Value	Maturity
U.S. Treasury Notes	<u>\$ 3,970,150</u>	October 2015

In addition, the Agency had investments in the Iowa Schools Joint Investment Trust Direct Government Obligation Portfolio which are valued at an amortized cost of \$327,441 pursuant to Rule 2a-7 under the Investment Company Act of 1940. The investment in the Iowa Schools Joint Investment Trust was rated AAAm by Standard & Poor's Financial Services.

Interest rate risk - The Agency's investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the Agency.

(3) Iowa School Cash Anticipation Program (ISCAP)

The Agency participates in the Iowa School Cash Anticipation Program (ISCAP). ISCAP is a program of the Iowa Association of School Boards and is designed to provide funds to participating entities during periods of cash deficits. ISCAP is funded by an annual issuance of anticipatory warrants. The warrant sizing of each participating entity is based on a projection of cash flow needs during the fiscal year. Bankers Trust Co. NA is trustee of the program.

The Agency pledges its state foundation aid payments and General Fund receipts as security for the warrants issued. Repayments must be made when General Fund receipts are received. The Agency must make minimum warrant repayments on the 25th of each month immediately following the final date the warrant proceeds may be used in an amount equal to 25% of the warrant amount. The Series -2013-2014 ONE included taxable warrants only. The interest rates on the taxable Series 2013-2014 ONE warrants are variable rates, calculated daily, based on the one-month LIBOR rate plus 105 basis points. The LIBOR rate at June 30, 2014 was 0.1524%. A summary of the Agency's ISCAP activity for the year ended June 30, 2014 is as follows:

Series	Warrant Date	Final Warrant Maturity	Balance Beginning of Year	Advances Received	Advances Repaid	Balance End of Year
2012-13 ONE	6/27/12	12/1/13	\$ -	30,000	30,000	-
2013-2014 ONE	6/26/13	12/1/14	-	28,000	28,000	-
Total			\$ -	58,000	58,000	-

During the year ended June 30, 2014, the Agency paid \$2,366 of interest on the ISCAP warrants.

(4) Capital Assets

Capital assets activity for the year ended June 30, 2014 is as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Governmental activities:				
Capital assets not being depreciated/amortized:				
Land	\$ 321,250	-	-	321,250
Building in progress	98,569	469,438	-	568,007
Total capital assets not being depreciated	419,819	469,438	-	889,257
Capital assets being depreciated/amortized:				
Buildings	1,508,844	-	-	1,508,844
Improvements other than buildings	502,658	-	-	502,658
Furniture and equipment	1,903,356	408,110	168,202	2,143,264
Intangibles	60,000	-	-	60,000
Library books	2,290,181	896,736	596,331	2,590,586
Total capital assets being depreciated/amortized	6,265,039	1,304,846	764,533	6,805,352
Less accumulated depreciation/amortization for:				
Buildings	844,953	30,177	-	875,130
Improvements other than buildings	172,344	14,362	-	186,706
Furniture and equipment	951,678	213,569	168,202	997,045
Intangibles	6,000	6,000	-	12,000
Library books	1,462,863	215,356	596,331	1,081,888
Total accumulated depreciation/amortization	3,437,838	479,464	764,533	3,152,769
Total capital assets being depreciated/amortized, net	2,827,201	825,382	-	3,652,583
Governmental activities capital assets, net	\$ 3,247,020	1,294,820	-	4,541,840

Depreciation/amortization expense was charged to the following functions:

Governmental activities:	
Instruction	\$ 145,072
Student support services	18,364
Instructional staff support services	85,511
General administration	4,038
Business administration	55,308
Plant operations and maintenance	8,437
Central and other support services	162,734
Total depreciation/amortization expense – governmental activities	\$ 479,464

Furniture and equipment within governmental activities includes \$375,000 of information technology equipment acquired under capital leases.

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Business type activities:				
Furniture and equipment	\$ 23,655	-	-	23,655
Less accumulated depreciation	23,655	-	-	23,655
Business type activities capital assets, net	\$ -	-	-	-

(5) Long-Term Liabilities

A summary of changes in long-term liabilities for the year ended June 30, 2014 is as follows:

	Balance Beginning of Year	Additions	Reductions	Balance End of Year	Due Within One Year
Certificates of participation	\$ 750,000	-	78,993	671,007	60,854
Capital leases	257,111	-	28,730	228,381	45,268
Compensated absences	193,374	79,626	81,225	191,775	80,653
Net OPEB liability	411,500	511,600	131,000	792,100	-
Total	\$ 1,611,985	591,226	319,948	1,883,263	186,775

Certificates of Participation

The Agency sold certificates of participation for land and facilities for a total of \$750,000. The certificates of participation represent an ownership interest of the certificate holder in a lease purchase agreement. The certificates mature over a period of twelve years with an interest rate of 5% per annum. The following is a schedule by year of the future minimum payments required:

Year Ending June 30,	Principal	Interest	Total
2015	\$ 60,854	33,550	94,404
2016	63,896	30,508	94,404
2017	67,091	27,313	94,404
2018	70,446	23,958	94,404
2019	73,968	20,436	94,404
2020-2023	334,752	42,864	377,616
Total	\$ 671,007	178,629	849,636

Payments on the certificates of participation for the year ended June 30, 2014, including interest, totaled \$94,404.

Capital Leases

The Agency has entered into agreements to lease information technology equipment. The agreements are for periods of four to eight years at interest rates ranging from 5% to 8% per annum. The leases expire between June 2015 and June 2019 and also require the payment of normal maintenance charges. The following is a schedule by year of future payments required:

Year Ending June 30,	Principal	Interest	Total
2015	\$ 45,268	9,318	54,586
2016	46,159	8,427	54,586
2017	47,012,574	54,586	54,586
2018	47,664	6,922	54,586
2019	42,278	3,649	45,927
Total	\$ 228,381	35,890	264,271

Payments under these agreements for the year ended June 30, 2014, including interest, totaled \$54,586.

(6) Operating Leases

The Agency has leased various facilities within the area to house the different divisions of the Agency. These leases have been classified as operating leases and, accordingly, all rents are charged to expenditures as incurred. The leases expire between June 30, 2015 and June 30, 2019. Certain leases are renewable for additional periods. Some of the leases also require the payment of normal maintenance and insurance on the properties. In most cases, management expects the leases will be renewed or replaced by other leases.

The following is a schedule by year of future minimum rental payments required under operating leases which have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2014.

Year Ending June 30,	Amount
2015	\$ 138,416
2016	134,120
2017	134,120
2018	124,210
2019	<u>114,320</u>
Total	<u>\$ 645,186</u>

Total rental expenditures for the year ended June 30, 2014 for all operating leases, except those with terms of a month or less that were not renewed, was \$141,220.

(7) Pension and Retirement Benefits

The Agency contributes to the Iowa Public Employees' Retirement System (IPERS), which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa, 50306-9117.

Plan members are required to contribute 5.95% of their annual covered salary and the Agency is required to contribute 8.93% of annual covered salary. Contribution requirements are established by state statute. The Agency's contributions to IPERS for the years ended June 30, 2014, 2013 and 2012 were \$627,786, \$597,891 and \$569,420, respectively, equal to the required contributions for each year.

(8) Other Postemployment Benefits (OPEB)

Plan Description - The Agency operates a single-employer health benefit plan which provides medical and prescription drug benefits for employees, retirees and their spouses. There are 200 active and 12 retired members in the plan. Retired participants must be age 55 or older at retirement.

The medical and prescription drug benefits are provided through a fully-insured plan with Wellmark. Retirees under age 65 pay the same premium for the medical/prescription drug benefits as active employees, which results in an implicit rate subsidy and an OPEB liability.

Funding Policy - The contribution requirements of plan members are established and may be amended by the Agency. The Agency currently finances the retiree benefit plan on a pay-as-you-go basis.

Annual OPEB Cost and Net OPEB Obligation - The Agency's annual OPEB cost is calculated based on the annual required contribution (ARC) of the Agency, an amount actuarially determined in accordance with GASB Statement No. 45. The ARC represents a level of funding which, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years.

The following table shows the components of the Agency's annual OPEB cost for the year ended June 30, 2014, the amount actually contributed to the plan and changes in the Agency's net OPEB obligation:

Annual required contribution	\$ 507,500
Interest on net OPEB obligation	20,575
Adjustment to annual required contribution	<u>(16,475)</u>
Annual OPEB cost	511,600
Contributions made	<u>(131,000)</u>
Increase in net OPEB obligation	380,600
Net OPEB obligation beginning of year	<u>411,500</u>
Net OPEB obligation end of year	<u>\$ 792,100</u>

For calculation of the net OPEB obligation, the actuary has set the transition day as July 1, 2008. The end of year net OPEB obligation was calculated by the actuary as the cumulative difference between the actuarially determined funding requirements and the actual contributions for the year ended June 30, 2014.

For the year ended June 30, 2014, the Agency contributed \$131,000 to the medical plan. Plan members eligible for benefits contributed \$124,500, or 49% of the premium costs.

The Agency's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation are summarized as follows:

<u>Year Ended June 30,</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
2012	\$ 307,400	20.6%	\$ 244,000
2013	507,500	18.9	411,500
2014	511,600	25.6	792,100

Funded Status and Funding Progress - As of July 1, 2012, the most recent actuarial valuation date for the period July 1, 2013 through June 30, 2014, the actuarial accrued liability was \$3.512 million, with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of \$3.512 million. The covered payroll (annual payroll of active employees covered by the plan) was approximately \$9,455,000 and the ratio of the UAAL to covered payroll was 37.1%. As of June 30, 2014, there were no trust fund assets.

Actuarial Methods and Assumptions - Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumption about future employment, mortality and the health care cost trend. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress for the Retiree Health Plan, presented as Required Supplementary Information in the section following the Notes to Financial Statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the plan as understood by the employer and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

As of the July 1, 2012 actuarial valuation date, the unit credit actuarial cost method was used. The actuarial assumptions include a 5% discount rate based on the Agency's funding policy. The projected annual medical trend rate is 11%. The ultimate medical trend rate is 6%. The medical trend rate is reduced 0.5% each year until reaching the 6% ultimate trend rate. An inflation rate of 0% is assumed for the purpose of this computation.

Mortality rates are from the RP2000 Group Annuity Mortality Table, applied on a gender-specific basis. Annual retirement and termination probabilities were developed from the retirement probabilities from the IPERS Actuarial Report as of June 30, 2011 and applying the termination factors used in the IPERS Actuarial Report as of June 30, 2011.

Projected claim costs of the medical plan are \$823 per month for retirees less than age 65 and \$283 per month for retirees who have attained age 65. The salary increase rate was assumed to be 4% per year. The UAAL is being amortized as a level percentage of projected payroll expense on an open basis over 30 years.

(9) Risk Management

The Agency is exposed to various risks of loss related to torts; theft, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. The Agency assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

(10) Early Childhood Iowa Area Board

The Agency is the fiscal agent for the Early Childhood Iowa Area Board, an organization formed pursuant to the provisions of Chapter 256I of the Code of Iowa. The Area Board receives state grants to administer early childhood and school ready programs. Financial transactions of the Area Board are included in the Agency's financial statements as an Agency Fund because of the Agency's fiduciary relationship with the organization. The Area Board's financial data for the year ended June 30, 2014 is as follows:

	Early Childhood		School	
	(Federal)	(State)	Ready	Total
Revenues:				
State grants:				
Early childhood	\$ 10,356	\$ 12,281	-	22,637
Family support and parent education	-	-	49,385	49,385
Preschool support for low-income families	-	-	26,092	26,092
Quality improvement	-	-	15,898	15,898
Allocation for administration	1,527	1,243	4,934	7,704
Other grant programs	-	-	7,892	7,892
Total state grants	11,883	13,524	104,201	129,608
Interest on investments	10	8	170	188
Total revenues	11,893	13,532	104,371	129,796
Expenditures:				
Program services:				
Early childhood	15,325	10,335	-	25,660
Family support and parent education	-	-	53,003	53,003
Preschool support for low income families	-	-	46,988	46,988
Quality improvement	-	-	17,044	17,044
Other program services	-	-	11,388	11,388
Total program services	15,325	10,335	128,423	154,083
Administration	1,532	1,035	8,587	11,154
Total expenditures	16,857	11,370	137,010	165,237
Change in fund balance	(4,964)	2,162	(32,639)	(35,441)
Fund balance beginning of year	4,964	-	44,390	49,354
Fund balance end of year	\$ -	\$ 2,162	11,751	13,913

Findings related to the operations of the Early Childhood Iowa Area Board are included as items II-D-14 and IV-J-14 in the Schedule of Findings and Questioned Costs.

(11) Prospective Accounting Change

The Governmental Accounting Standards Board has issued Statement No. 68, Accounting and Financial Reporting for Pensions – an Amendment of GASB No. 27. This statement will be implemented for the fiscal year ending June 30, 2015. The revised requirements establish new financial reporting requirements for state and local governments which provide their employees with pension benefits, including additional note disclosures and required supplementary information. In addition, the Statement of Net Position is expected to include a significant liability for the government's proportionate share of the employee pension plan.

Sample Area Education Agency

Required Supplementary Information

Sample Area Education Agency

Schedule of Revenues, Expenditures/Expenses and Changes
in Balances – Budget and Actual –
All Governmental Funds and Proprietary Fund

Required Supplementary Information

Year ended June 30, 2014

	Governmental Funds Actual	Proprietary Fund Actual	Total Actual
Revenues:			
Local sources	\$ 9,096,118	253,221	9,349,339
State sources	8,002,277	-	8,002,277
Federal sources	3,134,210	-	3,134,210
Total revenues	20,232,605	253,221	20,485,826
Expenditures/Expenses:			
Current:			
Instruction	7,545,164	-	7,545,164
Student support services	4,731,939	-	4,731,939
Instructional staff support services	5,459,930	-	5,459,930
General administration	2,078,708	-	2,078,708
Business administration	909,988	-	909,988
Plant operations and maintenance	363,995	-	363,995
Central and other support services	909,990	-	909,990
Non instructional programs	-	256,552	256,552
Facilities acquisition and construction	469,438	-	469,438
Debt service	148,990	-	148,990
Total expenditures/expenses	22,618,142	256,552	22,874,694
Deficiency of revenues under expenditures/expenses	(2,385,537)	(3,331)	(2,388,868)
Balance beginning of year	5,508,628	14,223	5,522,851
Balance end of year	\$ 3,123,091	10,892	3,133,983

See accompanying independent auditor's report.

Budgeted Amounts		Final to
Original	Final	Actual
		Variance
9,000,200	9,125,200	224,139
8,344,336	8,344,336	(342,059)
3,200,500	3,200,500	(66,290)
20,545,036	20,670,036	(184,210)
7,503,715	7,628,715	83,551
4,937,400	4,937,400	205,461
5,511,000	5,511,000	51,070
2,212,700	2,212,700	133,992
960,100	960,100	50,112
375,000	375,000	11,005
928,500	928,500	18,510
278,594	278,594	22,042
500,000	500,000	30,562
148,990	148,990	-
23,355,999	23,480,999	606,305
(2,810,963)	(2,810,963)	422,095
5,125,469	5,125,469	397,382
2,314,506	2,314,506	819,477

Sample Area Education Agency

Notes to Required Supplementary Information – Budgetary Reporting

June 30, 2014

This budgetary comparison is presented as Required Supplementary Information in accordance with Governmental Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

The Agency's Board of Directors annually prepares a budget on a basis consistent with U.S. generally accepted accounting principles for all funds except Agency Funds. Although the budget document presents function expenditures/expenses by fund, the legal level of control is at the total expenditure/expense level, not by fund. After required public notice and hearing in accordance with the Code of Iowa, the Board submits its budget to the State Board of Education. The State Board reviews the proposed budget and either grants approval or returns it without approval with comments. Any unapproved budget must be resubmitted to the State Board for final approval. The budget may be amended during the year utilizing procedures prescribed by the State Board.

For the year ended June 30, 2014, the Agency's expenditures/expenses did not exceed the approved budget.

Sample Area Education Agency

Schedule of Funding Progress for the
Retiree Health Plan
(In Thousands)

Required Supplementary Information

Year Ended June 30,	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b - a)/c)
2009	July 1, 2008	-	\$ 3,011	3,011	0.00%	\$ 8,421	35.8%
2010	July 1, 2008	-	3,011	3,011	0.00	8,599	35.0
2011	July 1, 2010	-	3,273	3,273	0.00	8,756	37.4
2012	July 1, 2010	-	3,273	3,273	0.00	8,996	36.4
2013	July 1, 2012	-	3,512	3,512	0.00	9,224	38.1
2014	July 1, 2012	-	3,512	3,512	0.00	9,455	37.1

See Note 8 in the accompanying Notes to Financial Statements for the plan description, funding policy, annual OPEB cost, net OPEB obligation, funded status and funding progress.

See accompanying independent auditor's report.

Sample Area Education Agency

Supplementary Information

Schedule 1

Sample Area Education Agency

Combining Balance Sheet
Nonmajor Governmental Funds

June 30, 2014

	Special Revenue	Debt	Capital	
	Juvenile Home	Service	Projects	Total
Assets				
Cash, cash equivalents and pooled investments	\$ -	2,513	42,468	44,981
Due from other governments	48,887	-	-	48,887
Total assets	\$ 48,887	2,513	42,468	93,868
Liabilities and Fund Balances				
Liabilities:				
Accounts payable	\$ 43,280	-	-	43,280
Salaries and benefits payable	5,607	-	-	5,607
Total liabilities	48,887	-	-	48,887
Fund balances:				
Restricted for:				
Debt service	-	2,513	-	2,513
Capital projects	-	-	42,468	42,468
Total fund balances	-	2,513	42,468	44,981
Total liabilities and fund balances	\$ 48,887	2,513	42,468	93,868

See accompanying independent auditor's report.

Sample Area Education Agency

Combining Schedule of Revenues, Expenditures and
Changes in Fund Balances
Nonmajor Governmental Funds

Year ended June 30, 2014

	Special Revenue	Debt	Capital	
	Juvenile Home	Service	Projects	Total
Revenues:				
Local sources	\$ -	6,329	4,624	10,953
State sources	270,148	-	-	270,148
Total revenues	270,148	6,329	4,624	281,101
Expenditures:				
Current:				
Instruction	266,459	-	-	266,459
General administration	3,689	-	-	3,689
Facilities acquisition and construction	-	-	469,438	469,438
Debt service	-	148,990	-	148,990
Total expenditures	270,148	148,990	469,438	888,576
Deficiency of revenues under expenditures	-	(142,661)	(464,814)	(607,475)
Other financing sources:				
Transfers in	-	143,279	-	143,279
Change in fund balance	-	618	(464,814)	(464,196)
Fund balances beginning of year	-	1,895	507,282	509,177
Fund balances end of year	\$ -	2,513	42,468	44,981

See accompanying independent auditor's report.

Sample Area Education Agency

Sample Area Education Agency
Schedule of Changes in Assets and Liabilities
Year ended June 30, 2014

	Balance Beginning of Year	Additions	Deductions	Balance End of Year
Assets				
Cash, cash equivalents and pooled investments	\$ 52,084	125,509	148,904	28,689
Due from other governments	-	4,287	-	4,287
Total assets	\$ 52,084	129,796	148,904	32,976
Liabilities				
Accounts payable	\$ 2,730	63	2,730	63
Due to other governments	49,354	129,733	146,174	32,913
Total liabilities	\$ 52,084	129,796	148,904	32,976

See accompanying independent auditor's report.

Sample Area Education Agency

Schedule of Revenues by Source and Expenditures by Function -
All Governmental Funds

For the Last Ten Years

	2014	2013	2012	2011
Revenues:				
Local	\$ 9,096,118	8,487,263	7,664,982	7,541,561
State	8,002,277	8,381,599	7,898,637	7,628,597
Federal	3,134,210	2,506,723	2,257,936	2,207,468
Total	\$ 20,232,605	19,375,585	17,821,555	17,377,626
Expenditures:				
Current:				
Instruction	\$ 7,545,164	7,371,921	7,260,807	7,107,821
Student support services	4,731,939	4,523,659	4,455,659	4,212,659
Instructional staff support services	5,459,930	5,322,545	5,122,145	5,009,887
General administration	2,078,708	2,009,554	2,000,987	1,999,872
Business administration	909,988	900,872	895,662	890,554
Plant operations and maintenance	363,995	360,954	357,854	355,458
Central and other support services	909,990	900,874	895,664	890,556
Facilities acquisition and construction	469,438	98,569	-	-
Debt service	148,990	45,698	-	-
Total	\$ 22,618,142	21,534,646	20,988,778	20,466,807

See accompanying independent auditor's report.

Modified Accrual Basis					
Years ended June 30,					
2010	2009	2008	2007	2006	2005
7,466,145	7,391,484	7,317,569	7,244,393	7,171,949	7,100,230
7,552,311	7,476,788	7,402,020	7,328,000	7,254,720	7,182,173
2,185,393	2,163,539	2,141,904	2,120,485	2,099,280	2,078,287
17,203,850	19,375,585	17,821,555	17,377,626	17,377,626	17,377,626
7,036,743	6,966,375	6,896,712	6,827,744	6,759,467	6,691,872
4,170,532	4,128,827	4,087,539	4,046,663	4,006,197	3,966,135
4,959,788	4,910,190	4,861,088	4,812,477	4,764,353	4,716,709
1,979,873	1,960,075	1,940,474	1,921,069	1,901,858	1,882,840
881,648	872,832	864,104	855,463	846,908	838,439
351,903	348,384	344,901	341,452	338,037	334,657
881,650	872,834	864,106	855,465	846,910	838,441
-	-	-	-	-	-
-	-	-	-	-	-
20,262,139	20,059,518	19,858,922	19,660,333	19,463,730	19,269,093

Schedule 5

Sample Area Education Agency

Schedule of Expenditures of Federal Awards

Year ended June 30, 2014

Project Title	CFDA Number	Pass- through Grantor's Number	Expenditures
Indirect:			
U.S. Department of Education:			
Iowa Department of Education:			
Special Education Cluster (IDEA):			
Special Education_Grants to States:	84.027		
Preschool Handicapped Program		35014	\$ 2,254,503
Supplemental Support Services		12K74-14	42,445
Diagnostic Evaluation Program		12K75-14	8,750
Enhancing the Parent-Educator Connection		17414	1,338
Planning, Policy and Procedures Revisions		1K42	93,065
Behavior Initiative Facilitator		15515	78,477
			<u>2,478,578</u>
Special Education_Preschool Grants	84.173	12-619-14	342,010
			<u>2,820,588</u>
Special Education-Grants for Infants and Families:	84.181		
Interagency Regional Grant, Part H		H13-R12	2,686
Early Childhood Special Education, Infants and Toddlers		H13-R13	56,256
			<u>58,942</u>
Safe and Drug-Free Schools and Communities_National Programs	84.184		46,800
Anytown Independent Schools:			
Title I Grants to Local Educational Agencies	84.010		28,452
Sperryville Community Schools:			
Title I Grants to Local Educational Agencies	84.010		7,261
Green Springs Community Schools:			
Title I Grants to Local Educational Agencies	84.010		7,209
Clear Waters Community Schools:			
Title I Grants to Local Educational Agencies	84.010		6,087
			<u>49,009</u>

Sample Area Education Agency

Schedule of Expenditures of Federal Awards
Year ended June 30, 2014

Project Title	CFDA Number	Pass- through Grantor's Number	Expenditures
Indirect (continued):			
U.S. Department of Health and Human Services:			
Iowa Department of Public Health:			
Block Grants for Prevention and			
Treatment of Substance Abuse			
	93.959		158,871
Total			<u>\$ 3,134,210</u>

Basis of Presentation – The Schedule of Expenditures of Federal Awards includes the federal grant activity of Sample Area Education Agency and is presented on the modified accrual basis. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

See accompanying independent auditor's report.

**Independent Auditor's Report on Internal Control
over Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards**



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

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Auditor of State

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Independent Auditor's Report on Internal Control
over Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards

To the Board of Directors of
Sample Area Education Agency:

We have audited in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of Sample Area Education Agency as of and for the year ended June 30, 2014, and the related Notes to Financial Statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated September 24, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Sample Area Education Agency's internal control over financial reporting to determine the audit procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Sample Area Education Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of Sample Area Education Agency's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the Agency's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiencies in internal control described in Part II of the accompanying Schedule of Findings and Questioned Costs as items II-A-14 and II-B-14 to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in Part II of the accompanying Schedule of Findings and Questioned Costs as items II-C-14 and II-D-14 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Sample Area Education Agency's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of non-compliance or other matters which are described in Part IV of the accompanying Schedule of Findings and Questioned Costs.

Comments involving statutory and other legal matters about Sample Area Education Agency's operations for the year ended June 30, 2014 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of Sample Area Education Agency. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

Sample Area Education Agency's Responses to the Findings

Sample Area Education Agency's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. Sample Area Education Agency's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Sample Area Education Agency during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

MARY MOSIMAN, CPA
Auditor of State

September 24, 2014

Sample Area Education Agency

**Independent Auditor's Report on Compliance
for Each Major Federal Program and on Internal Control over Compliance
Required by OMB Circular A-133**



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STATE OF IOWA

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Independent Auditor's Report on Compliance
for Each Major Federal Program and on Internal Control over Compliance
Required by OMB Circular A-133

To the Board of Directors of
Sample Area Education Agency:

Report on Compliance for Each Major Federal Program

We have audited Sample Area Education Agency's compliance with the types of compliance requirements described in U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014. Sample Area Education Agency's major federal programs are identified in Part I of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grant agreements applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Sample Area Education Agency's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Sample Area Education Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Sample Area Education Agency's compliance.

Opinion on Each Major Federal Program

In our opinion, Sample Area Education Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

The management of Sample Area Education Agency is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Sample Area Education Agency's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Sample Area Education Agency's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified deficiencies in internal control over compliance we consider to be a material weakness and a significant deficiency.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as item III-A-14 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as item III-B-14 to a significant deficiency.

Sample Area Education Agency's responses to the internal control over compliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. Sample Area Education Agency's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

MARY MOSIMAN, CPA
Auditor of State

September 24, 2014

Sample Area Education Agency
Schedule of Findings and Questioned Costs
Year ended June 30, 2014

Part I: Summary of the Independent Auditor's Results:

- (a) Unmodified opinions were issued on the financial statements.
- (b) Significant deficiencies and material weaknesses in internal control over financial reporting were disclosed by the audit of the financial statements.
- (c) The audit did not disclose any non-compliance which is material to the financial statements.
- (d) A significant deficiency and a material weakness in internal control over the major programs were disclosed by the audit of the financial statements.
- (e) An unmodified opinion was issued on compliance with requirements applicable to each major program.
- (f) The audit disclosed audit findings which are required to be reported in accordance with Office of Management and Budget Circular A-133, Section .510(a).
- (g) Major programs were as follows:
 - Special Education Cluster (IDEA):
 - CFDA Number 84.027 – Special Education_Grants to States
 - CFDA Number 84.173 – Special Education_Preschool Grants
- (h) The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.
- (i) Sample Area Education Agency did not qualify as a low-risk auditee.

Sample Area Education Agency
Schedule of Findings and Questioned Costs
Year ended June 30, 2014

Part II: Findings Related to the Financial Statements:

INTERNAL CONTROL DEFICIENCIES:

- II-A-14 Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The cash receipts listing, bank deposits and the posting of cash receipts to the cash receipts journal were all done by the same person.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, the Agency should review its operating procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff.

Response – We will investigate available alternatives and implement as soon as possible.

Conclusion – Response accepted.

- II-B-14 Financial Reporting – During the audit, we identified material amounts of receivables, payables and capital asset additions not recorded in the Agency's financial statements. Adjustments were subsequently made by the Agency to properly include these amounts in the financial statements.

Recommendation – The Agency should implement procedures to ensure all receivables, payables and capital asset additions are identified and included in the Agency's financial statements.

Response – We will double check these in the future to avoid missing any receivables, payables or capital asset transactions.

Conclusion – Response accepted.

- II-C-14 Prenumbered Checks – General Fund handwritten checks were numbered as they were written.

Recommendation – Control over disbursements would be strengthened if checks were prenumbered by the printer or an independent individual and the checks were issued in the proper sequence. This would increase the accountability of checks issued and would prevent duplication of check numbers.

Response – Handwritten checks will be prenumbered beginning in October 2013.

Conclusion – Response accepted.

Sample Area Education Agency

Schedule of Findings and Questioned Costs

Year ended June 30, 2014

II-D-14 Early Childhood Iowa Area Board – Supporting Documentation and Approval –

During the year, the Area Board contracted with 7 providers. The provider contracts require detailed monthly invoices be submitted to support the services rendered. The invoices are to be submitted to the Coordinator, who is to verify the accuracy and adequacy of the documentation and approve the disbursement.

For 5 of 10 provider claims tested, adequate supporting documentation was not available or did not agree with the amount paid. For 2 of 10 provider claims tested, the claims did not include evidence of approval by the Coordinator. In addition, provider claims were not made available to the Area Board for timely review.

Recommendation – All contract payments should be supported by detailed invoices or other supporting documentation as required by the provider contracts. The invoices and supporting documentation should be reviewed and approved by the Coordinator and be made available to the Area Board for timely review.

Response – We will obtain the documentation required by the provider contracts and the documentation will be reviewed by the Coordinator and the Area Board. We will comply with these recommendations for all future contract payments.

Conclusion – Response accepted.

INSTANCES OF NON-COMPLIANCE:

No matters were noted.

Sample Area Education Agency
Schedule of Findings and Questioned Costs
Year ended June 30, 2014

Part III: Findings and Questioned Costs For Federal Awards:

INSTANCES OF NON-COMPLIANCE:

No matters were noted.

INTERNAL CONTROL DEFICIENCIES:

CFDA Number 84.027: Special Education Grants to States
CFDA Number 84.173: Special Education Preschool Grants
Federal Award Year: 2014
U.S. Department of Education
Passed through the Iowa Department of Education

III-A-14 (2014-001) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The cash receipts listing, bank deposits and the posting of cash receipts to the cash receipts journal were all done by the same person.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, the Agency should review its operating procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff and officials.

Response and Corrective Action Planned – We will investigate available alternatives and implement as soon as possible.

Conclusion – Response accepted.

III-B-14 (2014-002) Prenumbered Checks – General Fund handwritten checks were numbered as they were written.

Recommendation – Control over disbursements would be strengthened if checks were prenumbered by the printer or an independent individual and the checks were issued in the proper sequence. This would increase the accountability of checks issued and would prevent duplication of check numbers.

Response and Corrective Action Planned – Handwritten checks will be prenumbered beginning in October 2014.

Conclusion – Response accepted.

Sample Area Education Agency
Schedule of Findings and Questioned Costs
Year ended June 30, 2013

Part IV: Other Findings Related to Required Statutory Reporting:

IV-A-14 Certified Budget – Expenditures during the year ended June 30, 2014 did not exceed the amount budgeted.

IV-B-14 Questionable Expenditures – Certain expenditures we believe may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 since the public benefits to be derived have not been clearly documented were noted. These expenditures are detailed as follows:

Paid to	Purpose	Amount
Local Flower Shop	Flower arrangements for gifts	\$ 332
Local Quick Shop	Pop and food for Agency employees	239

Recommendation – According to the opinion, it is possible for certain expenditures to meet the test of serving a public purpose under certain circumstances, although such items will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and an improper purpose is very thin.

The Board of Directors should determine and document the public purpose served by these expenditures before authorizing any further payments. If this practice is continued, the Agency should establish written policies and procedures, including requirements for proper documentation.

Response – We will document this in the future.

Conclusion – Response accepted.

IV-C-14 Travel Expense – No expenditures of Agency money for travel expenses of spouses of Agency officials or employees were noted.

IV-D-14 Business Transactions – No business transactions between the Agency and Agency officials or employees were noted.

IV-E-14 Bond Coverage – Surety bond coverage of Agency officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure the coverage is adequate for current operations.

IV-F-14 Board Minutes – No transactions were found that we believe should have been approved in the Board minutes but were not.

IV-G-14 Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the Agency's investment policy were noted.

Sample Area Education Agency

Schedule of Findings and Questioned Costs

Year ended June 30, 2014

- IV-H-14 Certified Annual Report – The Certified Annual Report was certified timely to the Iowa Department of Education.
- IV-I-14 Categorical Funding – No instances of categorical funding being used to supplant rather than supplement other funds were noted.
- IV-J-14 Early Childhood Iowa Area Board – The Agency is the fiscal agent for the Early Childhood Iowa Area Board, an organization formed pursuant to the provisions of Chapter 256I of the Code of Iowa. Financial transactions of the Area Board are included in the Agency's financial statements as an Agency Fund because of the Agency's fiduciary relationship with the organization.

Certain expenditures of \$536 for food and refreshments for meetings which may not meet the purpose for which the grant funds were provided were noted.

Recommendation – The Area Board should determine and document how these expenditures meet the intended purpose of the state grants before authorizing any further payments.

Response – We will discontinue the practice of providing meals for the monthly Board meetings.

Conclusion – Response accepted.

Sample Area Education Agency

Staff

This audit was performed by:

John Q. Review, CPA, Manager
Margo Setter, CPA, Senior Auditor
Jerome Warning, CPA, Senior Auditor
Terry Tickmark, CPA, Assistant Auditor

Andrew E. Nielsen, CPA
Deputy Auditor of State